



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 18.32

Subject: Treatment/Staffing Team Concept and Composition For
DCS Community Residential Facilities

Supersedes: DCS 18.32, 12/01/02

Local Policy: No

Local Procedures: No

Training Required: No

Applicable Practice Model Standard(s): Yes

Approved by:

Effective date: 12/31/99

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Application

To All DCS Community Residential Facilities Employees and Youth.

Authority: TCA 37-5-106

Policy

The DCS Community Residential Facilities supervisor shall assign a treatment team for each youth admitted to the facility.

Procedures

A. Treatment/staffing team The treatment/staffing team shall consist of the following:

1. **DCS Community Residential Facilities Case Manager shall:**

- a) Serve as the coordinator of the team,
- b) Schedule staffings,
- c) Notify appropriate persons of date/time of staffings,
- d) Aid in the collection of pertinent information relating to youth,
- e) Have the primary responsibility for the planning and

monitoring the individual program plan (IPP).

2. **Children's Services Officer**- shall recommend daily program activities and provide factual observations concerning the youth's day-to-day activities.
3. **Representatives from ancillary services** - these individuals may be made part of the treatment/staffing team when the need is indicated and include, but are not limited to, representatives from the local education agency (LEA). Other program staff may also be members of the treatment/staffing team.
4. **Educational (representative for programs with in-house schools)** - the teacher is responsible for reporting progress in academic and/or vocational training areas.
5. **Home county case manager** - shall be responsible for providing input during staffings and making recommendations for interventions or activities base upon needs identified in the permanency plan.

**B. Youth
participation and
involvement**

Youth shall have input into planning, problem solving and decision making related to their individual program plan (IPP) and participation in the treatment program.

**C. Family
participation and
involvement**

Parent(s) and/or legal guardian(s) of youth shall be notified of staffings and given the opportunity for input in individual program planning.

**D. Youth with mental
retardation or
other
developmental
deficiencies**

In cases where it has been determined that a youth is mentally retarded or otherwise developmentally challenged, the treatment/staffing team shall include a specialist or other qualified professional with respect to the areas of mental retardation, such as a:

- a) Special education teacher
- b) Behavior psychologist/psychological examiner
- c) Therapist

**E. Development of
IPP (individual
program plan)**

1. The treatment/staffing team shall review data sent from the referral source and develop the treatment IPP (individual program plan).

2. The team shall be responsible for:
 - a) Establishing goals and objectives based upon the information provided,
 - b) Determining methods and materials to be used,
 - c) Assigning responsibility for implementation to the appropriate staff and recommending a timetable for completion,
 - d) Implementing and monitoring youth's progress and determining when the youth's step-down or release is appropriate.

**F. Review of IPP
goals and
objectives**

1. The individual program plan (IPP) shall be reviewed every two weeks either by the staffing team or by individual staff to determine the individual youth's progress in his/her treatment program and to assure that the youth's current goals, objectives and interventions continue to meet the youth's treatment needs.
2. The outcome of each review shall be appropriately documented in the youth's individual program plan (IPP).
3. The treatment/staffing team shall be responsible for recommending any change of program for the youth. This includes any change of status within the program as well as recommendations for transfer to another program.
4. The team shall review all changes in the individual program plan (IPP) with the youth and document this review with staff and youth signatures.
5. Release may be considered at any time, where appropriate, when indicated from the review of the youth's achievement of goals in the individual program plan (IPP).

Forms/Templates

None.

Collateral Documents

Individual Program Plan Manual

Standards

ACA 3-JCRF-5B-01

ACA 3-JCRF-5B-03

ACA 3-JCRF-5B-04

DCS Practice Model Standards – 5-203

DCS Practice Model Standards - 6-508B

DCS Practice Model Standards - 8-306